

29 May 1963

To : ARO's and Others (See attachment)

From : CIA Records Administration Officer/DDS

Subject: Surplus Filing Equipment at Naval Weapons Plant

1. Arrangements have been made for you to go to the Naval Weapons Plant on Wednesday, 5 June 1963 to see what surplus filing equipment, supplies and relative items you may be interested in selecting for your office. There will be no charge for the equipment selected, and paperwork requirements will be reduced to a bare minimum. Since 1 January 1963, Agency offices have used from surplus stock filing equipment and filing supplies valued at \$12,000.
2. Transportation will leave from the Shuttle Bus stop at Headquarters Building at 9:45 A.M. En route, it will pick up passengers at the Front of Quarters I at approximately 10:15. The return trip will leave the Naval Weapons Plant at approximately 11:30 and return to Headquarters, discharging passenger en route to Quarters Eye.
3. For additional information, contact or
Gerry Hane on extension

(See Attachment for Addressees)

and: Names of persons attending

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